

MyCalPAYS Timesheet

Fact Sheet



This fact sheet will help you understand how to complete the new MyCalPAYS Timesheet. Reference the instructions page included with the STD. 634MCP if your department chooses to implement the new MyCalPAYS Timesheet and you need additional information.

- A A percentage to designate whether you work full time or part time. For example, full time is designated as 100 and half time is designated as 50.
- B The Cost Center is the same as your Reporting Unit ID. For example, 100.
- C Your unique 8-digit employee identification number that is listed on the MyCalPAYS pay stub as "PERN#." For example, 12345678.
- D The same number as your Person ID, unless you are concurrently employed by another State agency or department. For example, 12345678.
- E The Personnel Sub-Area is your collective bargaining unit identifier (CBID). For example, E97 or R04.
- F The MyCalPAYS Work Schedule Rule defines your expected work days and hours. For example, P8040000 is for a full time employee working Monday through Friday, 8 hours each day.
- G A Premium ID is entered for any additional pay due for hours worked on a regular day. For example, if 4 hours of a regularly scheduled 8 hour day are to be paid at a specific premium rate, those 4 hours would be indicated on a separate row using the 6000 Attendance Type with the Premium ID indicated in the Premium ID column. The remaining regular 4 hours of the 8 hour day would be indicated on the main 6000 Attendance Type row.

[illegible]

- H** The attendance and absence codes capture time for each day. The timesheet contains a page with all applicable codes. For example, you may enter 8 on the 6000 Regular Hours Worked row for hours worked during the month. Additional codes such as PLP 2012 may be added in the blank rows, as needed.
- I** Reason codes designate the reason for an attendance or absence. Reason codes must be entered for all absences and certain attendance types. The timesheet contains a page with the reason codes. For example, enter Reason Code “2” if you post sick leave due to being ill, or enter Reason Code “24” if you use sick leave to take care of an ill child.
- J** The Compensation Time Off (CTO) column is used only with the attendance codes listed on the instructions page of the timesheet. If the hours are to be paid, the field is left blank. If the hours will be granted as time off, enter a 1. For example, if you work 5 hours of overtime on the 12th, enter Attendance Code 6040 on a blank row of the timesheet. Enter 1 in the CTO column to indicate that the time will be recorded as CTO, and 5 in the “12” column of Dates of the Absences and Time Worked section.

Contact your HR Representative or Timekeeper, or visit the 21st Century Project website: <http://www.sco.ca.gov/21century.html> to obtain any additional information.